



# DESKTOP WEB PORTAL AUTO PAY ENROLLMENT

ACCOUNT REGISTRATION

Billing Account Number  
Only numbers are allowed.

Last Name or Business Name

Email

Confirm Email

Billing ZIP Code  
01545

Select a Hint Question  
What city were you born in?

Answer  
Marlboro

I'm not a robot

I accept the Terms and Conditions.

SHREWSBURY ELECTRIC & CABLE OPERATIONS  
SELCO ELECTRIC - INTERNET - TV - PHONE

SmartHub Registration

Your SELCO SmartHub registration was successful.  
Please click the link below to verify your account and set your password.

[Verify Account](#)

[Privacy Policy](#) | [Unsubscribe](#)

Email

New Password  
.....  
8 characters minimum; 50 characters maximum; 1 uppercase character minimum; 1 number minimum; 1 special character minimum  
Password Strength: Strong

Confirm New Password  
.....

## Go Green with Paperless Billing

Would you like to go paperless?

NOTE: This will apply to all accounts registered with this email.



## STEP 1

Visit [SELCO.ShrewsburyMA.gov/smarthub](http://SELCO.ShrewsburyMA.gov/smarthub) and click "**Register**". Your billing account # can be found on your paper bill. Enter the required information and click "**Continue**".

## STEP 2

On the next screen, enter your zip code and choose a "**Hint Question**", then enter your answer. Click "**I'm not a robot**" & "**I accept the Terms & Conditions**" and then click "**Register**".

## STEP 3

Check your email and open the email from SELCO SmartHub to verify your account.

## STEP 4

Create a new password and click "**Save**".

## STEP 5

You will be redirected and asked to enroll in paperless billing. Please note if you were enrolled in paperless in our prior system, you will have to re-enroll in SmartHub. Choose your option for paperless billing.



## STEP 6

The next screen will ask for a security phrase. Enter your security phrase and click **"Save"**.

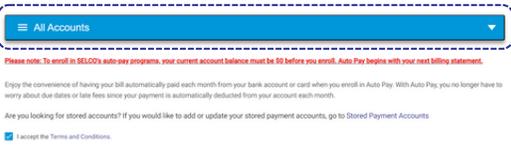
## STEP 7

Now, you should officially be registered for your account. To sign up for AutoPay, click on **BILL & PAY** on the left of the screen. Then, choose **"Auto Pay Program"**.



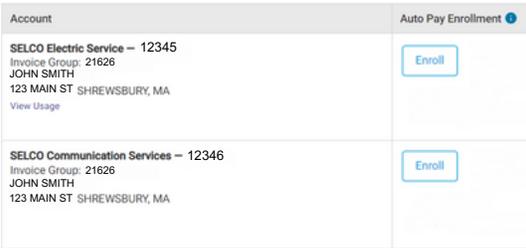
## STEP 8

Click the  icon and select **"Show All Accounts"**. Select **"I accept the Terms and Conditions"**.



## STEP 9

Click **"Enroll"** for the account you want to enroll in Auto Pay.  
**\*See note below**



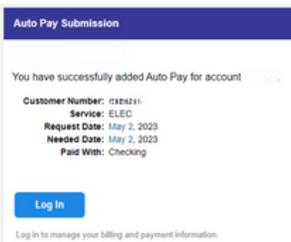
## STEP 10

Choose to enroll in Auto-pay with a **Credit Card or Bank Account**. Enter your payment account information, click **"I Agree"**, and then **"Accept"**.



## STEP 11

The next screen will state **"Update Successful"** and you will receive confirmation emails stating that you have successfully enrolled in Auto Pay.



**PLEASE NOTE: You will have to REPEAT steps 9 through 11 to add additional accounts (electric is separate from communications (TV, Phone & Internet) but you will not have to enter your banking information again if paying with the same account.)**